



**NCR Service Delivery Support Division Bulletin
WPY-2006-01**

January 18, 2006

MEMORANDUM FOR ALL NCR BUILDING MANAGERS

FROM:


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DIRECTOR
SERVICE DELIVERY SUPPORT DIVISION (WPY)

SUBJECT: Portable Heaters

Issue: In accordance with 41 CFR 102-74.190, Federal agencies are prohibited from operating portable heaters in Government-controlled facilities, unless authorized by the Federal agency building's manager.

Background: GSA PBS NCR does not allow portable heaters in office space, except under special circumstances, because of their inherent fire hazard. Additionally, the use of portable heaters hinders our energy conservation efforts, which are mandated by the Presidential Directive on Energy and Fuel Conservation by Federal Agencies, as dated September 26, 2005. These portable space heaters operate on a single-phase electrical current, adding enormously to the buildings plug load. This increased plug load results in substantial energy consumption, and often times the overloading of circuit breakers. Such a sudden loss of power can result in customer mission interruption, lost production and data for those working on PC's.

Procedures: Portable heaters in federal buildings are prohibited under 41 CFR 102-74.190 unless authorized by the Federal agency building manager.

Supervisors will ensure that all personal, portable heaters operated by building occupants are removed from Federal Buildings on or before January 16, 2006.

Those occupants wishing to request authorization to operate a space heater are requested to submit a written request utilizing form (1) attached. The request shall be submitted via the first-line supervisor to the Building Manager *for authorization*.

Building managers will address requests received on an individual basis and in a timely fashion to ensure that adequate safety measures and plug load are considered prior to issuing authorization to individuals for operating individual heaters.

For additional information or questions regarding this policy, please contact Patricia Gretskey-Williams, Chief, Safety, Environment & Fire Protection Branch at 202-708-5236 or R.E. "Rab" Rabogliatti, Chief, Maintenance and Energy Branch at 202-708-9010.



GSA National Capital Region
Service Delivery Support Division (WPY)

**REQUEST FOR FEDERAL BUILDING AUTHORIZATION
PORTABLE HEATER**

REQUEST NO. _____

GSA Building # _____

DATE: 1/10/2006

ADDRESS:	FLOOR, ROOM #, AREA:	SERVICE DELIVERY CENTER:
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PERMISSION IS HEREBY GRANTED TO: (AGENCY Name)	MAKE & MODEL # REQUESTED/PROVIDED: (Make and Model #)
AUTHORIZING SUPERVISOR: (Supervisor Name and Phone #)	NOTED SAFETY FEATURES: (U/L Listed, Auto Shut-Off, etc.)
AUTHORIZED USER: (Requestors Name and Phone #)	RATED WATTAGE OF UNIT:

DESCRIPTION OF USE and AUTHORITY RESTRICTIONS: (DESCRIPTION)

THIS CERTIFICATE AUTHORIZES THE USE OF THE DEVICE IN ACCORDANCE WITH THE MANUFACTURER RECOMMENDATIONS AND SHALL BE DEEMED TEMPORARY. THE MAINTENANCE AND USE OF THE ABOVE PORTABLE SPACE HEATER HAS BEEN REVIEWED FOR SAFETY AND FIRE CONCERNS PRIOR TO ISSUANCE. OCCUPANT UNDERSTAND THIS AS WELL AS ALL SIMILAR DEVICES ARE FEDERAL PROPERTY AND MAY BE REMOVED IF THE NEED TO AUGMENT THE FACILITY HEATING SYSTEMS IS RESOLVED, OR AT ANY TIME.

(Building Manager Representative) Name and Phone	_____ signature
(Planned Corrective Actions)	(Result of Corrective Actions)
(Occupant's Acknowledgement of Delivery) Name	_____ signature

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